

1 **Proceedings of the Town of Pine Lake Board Meeting held on November 15, 2006,**
2 **at 6:30 P.M., in the Pine Lake Community Building, 5413 River Road, Fire**
3 **Department Room # 1.**

4
5 Notice of meeting was posted in three (3) locations within the Township of Pine Lake
6 according to Wisconsin Statutes. Meeting was also posted on www.townofpinelake.com

7
8 **PRESENT:** Chairman Jim Flory, Supervisors Brian Gehrig, Timothy Oestreich, Charlie
9 LaHam, Treasurer Judith Ring and Clerk Cindy Skinner. Absent, Supervisor Richard
10 Hunter

11
12 Chairman Flory called the meeting to order at 6:30 P.M. Motion by Charlie LaHam to
13 approve the agenda, second by Tim Oestreich. Motion carried by voice vote, 4 ayes and
14 0 no.

15
16 Motion by Brian Gehrig to approve the minutes of the October 18, 2006, Town Board
17 Meeting, second by Charlie LaHam. Motion carried by voice vote, 4 ayes and 0 no.

18
19 Treasurer's Report. Book Balance - 9/30/06 - \$195,450.40. Receipts - \$42,608.10.
20 Disbursements - \$56,607.49. Book Balance - 10/31/06 - \$181,451.01. Checking
21 Account - 10/31/06 - \$6,073.83. Money Market Account - 10/31/06 - \$90,744.87.
22 Peoples State Bank CD - 10/31/06 - \$64,632.31. Mid-Wisconsin CD - 10/31/06 -
23 \$20,000. Bank Balance - 10/31/06 - \$181,451.01.

24
25 Citizens Concerns. None

26
27 Kevin Bixby present for signatures on final map of Sunset Beach Condos, 5638 Silent
28 Drive, located in part of SWNE S25,T37N,R8E - PL 148 - Conditional Use Permit
29 Approved by County Planning & Zoning Committee, August 16, 2006. Kevin explained
30 the changes to the previous map per county requirements. The chairman and clerk
31 signed the final map.

32
33 County request for approval of road names for Sunset Beach Condos of Annie Lane off
34 Silent Drive and Katelyn Lane (not yet built) off Oak Drive. These are private roads.
35 Motion by Charlie LaHam to approve the names, second by Brian Gehrig. Motion
36 carried by voice vote, 4 ayes and 0 no.

37
38 Conditional Use Permit Application of Jack Steuerwald, owner, d/b/a Balsam Prairie
39 Mobile Home Park, to reconfigure the existing mobile home park to create 14 double-
40 wide mobile sites on property described as part of the NENE, S15,T37N,R9E, PL-374,
41 Highway 17 N and Mud Lake Road. Plan Commission recommended approval. Board
42 requested additional requirements to be included with the county application - 1)
43 concrete pads under each home to become real estate and not personal property for
44 taxing purposes. If that could not be a requirement, then it was to be conditioned on
45 owner collecting monthly personal property taxes and remitting to the town monthly.
46 The Fire Department also required that West Prairie Trail off Highway 17 North was to
47 be brushed out to be at least as wide and high as the driveway permits required. Clerk
48 was directed to send a copy of the Driveway Ordinance as well as the personal property
49 request to the county and to Jack Steuerwald. Motion by Brian Gehrig to approve with
50 the additional requirements, second by Jim Flory. Motion carried by voice vote, 4 ayes
51 and 0 no.

52
53 Cigarette License Application for Stephanie Lieder, Country Store, 5370 Trails End
54 Road. Motion by Charlie LaHam to approve, second by Tim Oestreich. Motion carried
55 by voice vote, 4 aye and 0 no.

56 Alcohol Beverage License Application for Birchwood Tavern and Lodge, LLC, Nancy
57 Lorbetske, Agent, for Birchwood Lodge, 3960 Moen Lake Road. Clerk explained that the
58 application had not been submitted in a timely manner as to allow for the 14 day time
59 period for publication prior to board meeting. Background checks of the agent and
60 corporation principals were clear and all other requirements were met as both the agent
61 and other officer, Steve Lurvey, have licenses for other establishments. Motion by Tim
62 Oestreich to approve with license taking affect November 20, 2006, second by Brian
63 Gehrig. Motion carried by voice vote, 4 ayes and 0 no.

64
65 Operator's License Renewal Applications for Kimberlee Kay Shelly, Mary S. Benda,
66 Kristina Lavender. Background checks were clear. Provisional Operator's Licenses
67 issued to Steve Lurvey and Nancy Lorbetske by the clerk with explanation that due to
68 not having an alcohol license in their names, they had to have operator's licenses to
69 work at Birchwood Lodge until their alcohol license had been approved. Motion to
70 approve renewal applications and provisional licenses by Brian Gehrig, second by
71 Charlie LaHam. Motion carried by voice vote, 4 ayes and 0 no.

72
73 Clerk asked board as to who was responsible for checking the local taverns and
74 convenience stores for valid Operator's Licenses for those selling and serving. A party
75 had informed the clerk that someone was working without a license at a local tavern.
76 Clerk was directed to contact Wisconsin Towns Association as to the law.

77
78 Spider Lake Road update. Bruce Mikkelson of the Boy Scouts had been contacted by
79 the clerk to inquire as to why the deeds to transfer the lands had not been sent to the
80 board. Mr. Mikkelson to get back to the clerk. To be on the December agenda.

81
82 Parking vehicles at the Community Building and other Pine Lake property update.
83 Brian Gehrig and Jim Flory had not met regarding the issue due to a scheduling
84 problem. A letter from the town's insurance company stating the liability to the town if
85 this issue isn't addressed. An ordinance is to be done. The clerk was directed to send a
86 letter Sam Michel to stop parking on the town land across from his residence and the
87 community building. To be on the December agenda.

88
89 Request by Luella Stockley for partial refund of property taxes for parcel PL 662-1 for
90 the years of 2002 and 2003. Property located on County Highway C. Clerk had
91 compiled all the information and sent to each of the board members. Discussion.
92 Motion by Tim Oestreich that no refund would be given for 2002 and 2003 and that the
93 assessor had given a one time credit for 2004 and 2005 that will be reflected on the
94 2006 tax bill, second by Jim Flory. Roll call vote taken - Brian Gehrig, no, Tim
95 Oestreich, aye, Charlie LaHam, aye, Jim Flory, aye. Motion carried, 3 ayes and 1 no.

96
97 Amending the Fire Department Constitution-Article V, Sections I and III, and Article VI,
98 Sections VI and VII. Brian Gehrig explained that amending changed the secretary and
99 treasurer positions from elected to appointed by the elected officers of the fire
100 department. The constitution had been approved by the membership and needed final
101 approval by the board. Appointments to be made in December and effective January 1.
102 Motion by Tim Oestreich to amend Article V, Sections I and III, and Article VI, Sections
103 VI and VII of the Fire Department Constitution, second by Charlie LaHam. Motion
104 carried by voice vote, 4 ayes and 0 no.

105
106 Review and adopt any changes to town property/liability insurance as outlined in letter
107 from Horton Insurance Group. Not enough information for a decision to be made.
108 Some clarification on building costs and recommendations from the insurance company
109 were needed. Charlie LaHam to follow up on that. To be on the December agenda.

110 Pre-approve voucher to pay part of the Unfunded Liability debt to the Wisconsin
111 Retirement System in early December. Motion by Jim Flory of the payment of \$97,000
112 to the Wisconsin Retirement System in early December to avoid additional interest,
113 second by Charlie LaHam. Motion carried by voice vote, 4 ayes and 0 no.

114

115 Clerk's enrollment in the Wisconsin Retirement System effective the date of
116 appointment. Cindy Skinner explained to the board that state statutes require that all
117 employees of a municipality that is enrolled in the Wisconsin Retirement System and
118 that meet the minimum requirements must be enrolled. That had been taken care of
119 immediately with 2006 being caught up right away and 2005 would be invoiced to the
120 town.

121

122 Review of the 2007 preliminary budget.

123

124 Rescheduled the 2007 Budget Public Hearing date from December 5th to December 4th
125 at 7:00 p.m.

126

127 Communications. Jim Flory had received complaints regarding the construction of a
128 larger parking lot at Frenz Tavern.

129

130 Fire Department Report. There had been 5 EMS calls and 5 fire calls for October.
131 Board was invited to sit down with the fire department to hear about operations after
132 the first of the year.

133

134 Committee Reports

135 Plan Commission has completed the zoning comparisons with the county zoning and
136 land use plan. Now reviewing the subdivision ordinance.

137

138 Budget Committee had completed budget except for mill rates. Waiting for all figures to
139 be received.

140

141 No library report.

142

143 County Supervisors. Matt Matteson talked about the county budget and the silent trail
144 project at Perch Lake.

145

146 Motion by Brian Gehrig to approve the November vouchers, second by Tim Oestreich.
147 Motion carried by voice vote, 4 ayes and 0 no.

148

149 Next town board meeting was set for Wednesday, December 20, 2006, at 6:30 p.m.

150

151 Motion by Charlie LaHam to adjourn, second by Brian Gehrig. Motion carried by voice
152 vote, 4 ayes and 0 no. Meeting adjourned at 8:20 p.m.

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Submitted by
Cindy Skinner, Clerk